

# GLOBALCHEM

Global Chemical Regulations Conference

January 13, 2017

Ms. Wendy Cleland-Hamnett  
USEPA Headquarters  
William Jefferson Clinton Building  
1200 Pennsylvania Avenue, N. W.  
Mail Code: 7401M  
Washington, DC 20460

**Subject: Confirmation as Speaker at GlobalChem 2017 – February 22-24 in Washington, DC**

Dear Ms. Cleland-Hamnett:

On behalf of the American Chemistry Council (ACC), I would like to thank you for accepting our invitation to speak on EPA's implementation efforts as part of our opening session on Thursday, February 23, 2017, from 8:45 to 10 a.m. This letter is to confirm your participation as a speaker for that session. We expect this topic to draw approximately 450 attendees and believe it offers great value for the audience.

Mike Walls will moderate this session, and he will introduce you. We understand that you prefer the option of presenting alone, rather than as part of the panel, and we will modify the agenda accordingly. We hope you could provide about 15-20 minutes of remarks, and then take some questions from the audience, for a total of about 30 minutes.

For your convenience, please see below for a few simple tips and guidelines to approaching your role:

1. Overall Goal: Provide attendees with relevant topical information. We encourage the sharing of case studies and "real-life" information that provides attendees practical tips and tools.
2. Attendee Priorities: GlobalChem attendees come to learn. They seek useful "nuts and bolts" information presented in an interactive environment, with time for questions and clarification.
3. Likely Attendees: Government regulators and chemical industry professionals dealing with product stewardship, TSCA, and international chemical regulations. Over [\*\*\*] participants usually attend GlobalChem.
4. What we need from you:
  - a. Your presentation, in advance: We provide attendees with a Flash Drive that includes all of GlobalChem's presentations along with important handouts. This means that we will need a copy of your presentation by **January 27, 2017** prior to



GlobalChem.<sup>1</sup> Please send these as a .ppt file, and not a PDF. Presentations will be distributed after the conference, but we will not distribute your presentations in the .ppt format.

- b. A Personal Bio: Session Moderators will use your Bio to introduce you to the audience, and we will include your short Bio in relevant GlobalChem materials.
5. Presentation Tips:
- a. PPT Slides should include less than 6 lines of text. Assume 2 minutes per slide.
  - b. Think about how your presentation will look on a large projection screen!
  - c. Reserve 5 to 10 minutes at the end of each presentation for Q&A.
  - d. When you arrive to your presentation, you will get a laptop with your presentation pre-loaded, as well as microphones and podiums. Bring a copy of your presentation on a CD or flash drive as a back-up. If you have special A/V requests, please contact us ASAP.
  - e. Last minute changes to your presentation are possible, but not preferred. If you absolutely must make such changes, please let a staff person know as soon as you arrive that this will need to occur rather than waiting until right before your session.

The conference will be held at the **OMNI Shoreham Hotel, Washington, DC. Please call the hotel at 1-800-843-6664 by Monday, January 30 to reserve your room at the special conference rate \$219 (single/double).** You may also follow this link to the personalized group reservations page to make their arrangements:

<https://www.omnihotels.com/hotels/washington-dc-shoreham/meetings/2017-globalchem-conference>. A block of rooms has been reserved for attendees under "GlobalChem."

As a presenter, your conference registration and optional workshop fees will be waived, and we will register you for the Conference. We hope that you can take advantage of these waived fees and attend the full Conference and Fundamentals workshop. In lieu of a speaker gift, we will be making a charitable donation.

Thank you for agreeing to participate at GlobalChem 2017. If you have any questions or if I can assist you in any way, please let me know. I can be reached at 202-249-6425 or [alexa\\_burr@americanchemistry.com](mailto:alexa_burr@americanchemistry.com).

Sincerely,



Alexa Burr  
American Chemistry Council

---

<sup>1</sup> **Please provide a full copy of your presentation and a brief bio to Susan Blanco at [susan\\_blanco@americanchemistry.com](mailto:susan_blanco@americanchemistry.com) no later than January 27, 2017.** Be sure to include your name and company on the first slide. ACC will review all presentations and will contact you if we determine that any edits are necessary.

